

MILPERSMAN 1070-120

TRANSFER AND DISPOSITION OF ENLISTED FIELD SERVICE RECORD - OPEN

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743
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1. **Definition of Open FSR.** The NAVPERS 1070/600 (Rev. 05-00), U.S. Navy Enlisted (Field) Service Record (FSR), is open when a member maintains status in the Navy or Naval Reserve.

2. **Where/When to Transfer Open FSR.** Transfer an open FSR as follows:

Transfer an open FSR to the...	for...
next duty station	<ul style="list-style-type: none"> • a member who has completed recruit training or Navy veteran/other service veteran (NAVET/OSVET) indoctrination processing; • a member with permanent change of station (PCS) or temporary duty (TEM DU) orders; • a member who has not completed an enlistment or military obligation; • a reserve member who is discharged from the Naval Reserve for immediate enlistment in the Navy; • Retired List, or the Retired List and retained on active duty; or • a member recalled to active duty or assigned to active duty for special work (ADSW).
unit assigned	a member released from active duty, ADSW, or active duty for training (ADT), and affiliated or re-affiliated with a drill unit.

Transfer an open FSR to the...	for...
Naval Reserve Personnel Center (N31)	<ul style="list-style-type: none"> • a member of the Navy released from active duty and transferred to the Naval Reserve to complete the military obligation and not affiliated with a drill unit; • a reserve member terminated from drilling status with a further military obligation; • a member transferred to the Temporary Disability Retired List (TDRL); or • a member transferred from inactive duty training status to the Individual Ready Reserve (IRR) or Standby Reserve.
Navy Personnel Command (NAVPERSCOM) (PERS-621)	<p>a member in a missing status (including missing in action, interned or detained, and captured).</p> <p>NOTE: Refer to MILPERSMAN 1770-030</p>
Officer in Charge, Navy Absentee Collection and Information Center	<p>a deserter from the Naval service.</p> <p>NOTE: Refer to MILPERSMAN 1600-060.</p>

3. Process for Transferring Open FSR. To transfer an open FSR:

Action	
a.	Order the NAVMED 6150/10-19, Health Treatment Record (Medical/Dental) (HTR). Refer to MILPERSMAN 6150-010.
b.	Verify the FSR per MILPERSMAN 1070-200.
c.	Give the member the following documents: (1) NAVPERS 1070/613, Administrative Remarks, following the guidance in MILPERSMAN 1070-320. "Disposition" (2) Temporary documents applicable to the local command.
d.	For a member released from active duty, active duty for special work (ADSW), or active duty for training (ADT), and affiliated or re-affiliated with a drill unit, send the following documents to the NAVPERSCOM (PERS-312C), to update the permanent personnel record: (1) Separation orders with Detaching (Departing) Endorsement to Orders - (Officers - Enlisted). Copy. (2) DD 214, Certificate of Release or Discharge from Active Duty. Copy No. 2.
e.	Combine the FSR, the HTR if directed by MILPERSMAN 6150-010, and the personal financial record (PFR), if applicable, as one record packet.
f.	Prepare NAVPERS 5000/64 (Rev. 11-02), Records Transmittal. If the command wants acknowledgment is requested from the receiving activity, prepare a self-addressed return envelope and an additional copy of NAVPERS 5000/64.
g.	Put NAVPERS 5000/64 and the record packet in an envelope and seal.
h.	Give the envelope to the member to hand-carry, or mail the envelope via first class mail no later than the day following the transfer. See "Transfer of Member Without Records" below.

4. **Transfer of Member Without Records**

a. Transfer of a member shall not be delayed pending receipt of the FSR, the HTR, or the PFR, if applicable, except at time of transfer for discharge.

b. When a member is transferred without the FSR, HTR, or PFR, if applicable, copies of action taken to obtain the record(s) shall be attached to the transfer orders. Sufficient information shall be provided to enable the receiving activity to initiate prompt action to obtain the records.